



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 02/23/2016	Employee Requisition Number <b>ER-16076</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CENTER SUPERVISOR</b>			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: CHILD CARE	Location: Tulsa	Location Code: 98	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the Child Development Supervisor, the Child Development Center Supervisor shall coordinate all day to day activities and operations to ensure optimal provision of instruction and care for children who attend the center. Shall also perform all teacher related functions in the classroom necessary to ensure a structured learning environment for the center. Shall perform all administrative and managerial duties necessary to ensure the smooth operation of the center.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Responsible for the overall management of the center and child care workers.</li> <li>2. Shall be responsible for the preparation and/or approval of daily lesson plans for the center.</li> <li>3. Shall instruct and assist child care workers in activities designed to promote social, physical, cultural and intellectual growth needed for the children at the center.</li> <li>4. Shall plan and coordinate additional individual and group activities to stimulate growth in language, social and motor skills.</li> <li>5. Shall ensure that child care workers are carrying out daily lesson plans and classroom schedules as assigned.</li> <li>6. Shall be responsible for the interviewing and recommendation of hiring for the staff at the Child Care Center.</li> <li>7. Responsible for the day to day and overall supervision of all staff members employed with the center, including professional development for all staff.</li> <li>8. Shall confer with parents and all interested parties regarding child care center activities, policies and enrollment procedures.</li> <li>9. Shall review, evaluate and make necessary modifications to center activities, rules and regulations to ensure conformance to all applicable State, Local, and Tribal regulations and programs.</li> <li>10. Shall ensure all records and file maintenance are kept current and complete and all necessary reports and information are forwarded to supervisor as required.</li> <li>11. Shall answer all routine inquiries, complaints and suggestions regarding the program and the center itself, in a timely manner.</li> </ol>



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	12. Shall be responsible for approval of nutritional meals, snacks and menus. 13. Shall maintain steady enrollment suitable to licensed capacity of center. 14. Perform all other duties as assigned. 15. Maintain confidentiality of Office of Child Care clients and personnel. 16. Safely operates a Tribal vehicle and complies with regulations governing vehicle use.
Minimum Requirements:	Bachelors Degree in a related field of study or four (4) years related experience or CDA certified. Must submit to and pass all necessary background checks.
Preferred Requirements:	Bachelors Degree in Early Childhood Development and two (2) years related experience.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Valid Driver's License, CDL license within 3 months of employment.

### Competencies:

<b>Customer Service:</b>	Responds promptly to customer needs.
<b>Interpersonal Skills:</b>	Maintains confidentiality; Keeps emotions under control.
<b>Oral Communication:</b>	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
<b>Written Communication:</b>	Writes clearly and informatively; Able to read and interpret written information.
<b>Teamwork:</b>	Balances team and individual responsibilities.
<b>Visionary Leadership:</b>	Inspires respect and trust.
<b>Ethics:</b>	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
<b>Organizational Support:</b>	Follows policies and procedures; Supports organization's goals and values.
<b>Quality:</b>	Demonstrates accuracy and thoroughness.
<b>Quantity:</b>	Completes work in timely manner.
<b>Safety and Security:</b>	Observes safety and security procedures.
<b>Attendance/Punctuality:</b>	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
<b>Dependability:</b>	Follows instructions, responds to management direction.

### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.  
☐ Physical Exam Required



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#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock    | <input type="checkbox"/> Vibration                  | <input type="checkbox"/> Loud Noise                 |

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### **Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.